

30 September 1960

MEMORANDUM FOR: Chairman, OTR Educational Committee

SUBJECT : Course Reports

1. At the request of the OTR Educational Committee on 29 September 1960, on the same date I briefed the Director of Training on our discussion of this subject and reviewed with him the current briefing practices of each of the OTR Schools. Mr. Baird confirmed his approval of these practices as outlined and commented on below.

2. Operations School

a. A detailed report is submitted to DTR upon the completion of each training course for staff employees presented at [REDACTED], following the format suggested in a draft OTR Notice dated 24 July 1958, subject "Course Report." Special orientations and briefings, tutorial training, and [REDACTED] training usually are covered in the Weekly Activities Report (hereafter "W.A.R.") to the DTR.

b. Headquarters OS/TR follow the same draft format and a detailed report is prepared for DTR at the end of each course.

c. Covert Training and Overseas Training activities and accomplishments are reported to the DTR in the W.A.R.

3. Intelligence School

a. A course report of each course presented by the Intelligence Production Faculty is submitted to DTR, using the same draft format (see para. 2.a., above).

b. Course reports for routine, scheduled training accomplished by other IS/TR faculties are presented briefly in the W.A.R. /This includes the Management, Clerical, Orientation, Orientation and Briefing, and Operational Support faculties./

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c. A more detailed, memorandum report--not usually in the draft format--is prepared at the completion of new courses (other than IPC), or courses in which there have been significant changes, new instructors, unusual occurrences, unique accomplishments, and the like.

#### 4. School of International Communism

OK All SIC/TR training activities--regularly scheduled courses, tutorial covert training, and external presentations--are currently reported in the W.A.R. only.

#### 5. Language and Area School

OK a. Routine area and language training activities are reported currently in the W.A.R.; language courses, however, are not covered individually unless there is something new or unusual to report. (NOTE: In the period 1 July 1959 - 1 July 1960, LAS presented 100 language training and 70 area training courses.)

b. A more detailed course report in formal memorandum form is submitted on new, developmental, or revised area training and overseas effectiveness courses. A number of survey or progress reports also have been submitted to DTR. In no case is the draft format used by LAS.

#### 6. Educational Specialist

The Educational Specialist now submits a brief, Instructor Training course report on significant items, accompanied by a copy of the course schedule and copies of the individual training reports of student performance. Instructor Training Workshop and consultative activities will continue to be reported in the W.A.R. submitted by C/PPS/TR.

#### 7. Comments

a. To repeat, the DTR is satisfied with and approves continuing the above-mentioned arrangements.

b. The DTR does wish to be kept closely informed, in detail, on new courses, on courses which have been extensively or significantly modified, on courses presented by a

new instructor(s) for the first time, and on unique or unusual performances, achievements, failures, occurrences, student reactions, and so on. Such current or end-of-course reporting can be accomplished by using the "draft format," the W.A.R., or a memorandum, as most appropriate.

c. Once a course has shaken down and stabilized, the long "draft format" may be discontinued with the approval of the DTR. Thereafter, the W.A.R. should suffice.

d. With respect to language courses especially, the DTR wishes to know of failures of trainees to meet set training standards, either in CIA tests or FSI examinations.

#### 8. Recommendation

It is recommended that the foregoing be the basis of an OTR Regulation on this subject, confirming the existing reporting procedures and including the "draft format." If you agree, the Registrar, OTR, should be requested to draft such a regulation.



Chief, Plans and Policy Staff

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*Course Objectives  
Methods of Instruction  
Methods of Eval. Student Performance  
include in new courses or extensively revised*

1. Synopsis

This section should include the following:

(a) A general statement on enrollment and composition of class. This may include the average age and grade of student body. (Attach a list of the names and General Service grades of the students.)

(b) Noteworthy characteristics of the class; i.e., receptivity, responsiveness, antagonisms, and other related factors.

2. Student Performance

(a) A general statement concerning performance of the class as a whole should be mentioned, including a brief comparison with preceding classes. (Ungraded courses require a negative reply to this section.)

(b) Name of any student(s) and the office of his origin who has been a troublesome factor during the course. Give the name, grade, and office of origin of any student(s) who receives an evaluation of poor or failure and comments or explanation thereon.

3. Student Comment

*(signed)*  
Include synopsis of student critiques and other significant student comment. Attach typed individual reports if considered pertinent.

4. Conclusions and Recommendations for Future Runnings

Include instructor evaluation of the effectiveness of the course and specify needed or desired changes for future runnings from both a substantive and administrative point of view.

Signed  
Chief Instructor